

CONFIDENTIAL

Chief, Management Staff

3 March 1959

Chief, Records Management Staff

Report for Week Ending 25 February 1959

1. Contributionsa. Tangible

- (1) Completed two new and four revised forms.
- (2) The Records Center received 127 cu. ft. of inactive records from eight offices; 72 cu. ft. of records were destroyed.

b. Intangible

None

2. Assignments - Activea. Forms

- (1) Ten new and 24 revised forms in process.
- (2) Printing Services Division Survey.
- (3) Revision of Travel Order.
- (4) Teletype Dissemination Information Reports and Systems.
- (5) Revision of Dispatch Form.
- (6) Improved Management of Stocked Forms.
- (7) Uniform Information Report.
- (8) Evaluation of Information Reports.

b. Shelf Filing

- (1) Office of Personnel.
- (2) Acquisition Branch Library/OCR.
- (3) [] Contact Division. Contacted Mr.

[] Chief of BUDGET Division and requested that he arrange for sufficient funds to procure an estimated

\$1200 worth of equipment

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c. Filing Systems

- (1) Office of Personnel Subject-Numeric Files.
- (2) OO/PDD Translation Index.
- (3) Contract Personnel Division/OP Card Index.
- (4) Special Assistant/DD/S, Subject-Numeric.
- (5) Graphics Register Film Index. Arranged for the loan of a Hoeler Elevator Type File for testing.

d. Audit and Revision of Records Control Schedules

- (1) OCR
- (2) OO/PDD. Began audit of records control schedules.

e. Special Projects

- (1) Developments of Training Program for Records Officers, DD/P.
- (2) Revision and Reorder of Overnight Storage Boxes.
- (3) DD/P Support Records. In accordance with arrangements made with [redacted] has been assigned to the special AD IROC Committee to evaluate the support records in the DD/P Area and to develop a uniform filing system for these records.

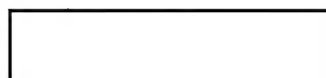
f. Vital Materials

- (1) Efforts to reduce the volume of finished intelligence at the Repository continue to produce good results.

4. News

- a. Sixteen members of this Staff, eight Area Record Officers and three members of the Records Center Staff attended the IROC meeting at the Archives.

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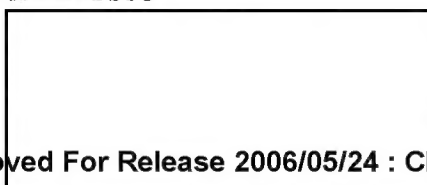


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